MAY 8 1957

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT:

Recruitment of Couriers

- 1. This memorandum is for information only.
- 2. I have reviewed the qualifications of personnel in the Agency courier service with the Director of Security, the Director of Personnel, the Director of Logistics, and the Chief, Management Staff. It has been agreed that the service should be improved, and the following steps be taken to accomplish this:
  - a. Couriers will be recruited from among very recent high school graduates. At the time of recruitment, it will be explained to these young men that their initial assignment will be in the Agency courier service, and they will be expected to serve in that service for no less than twelve months. At the completion of this phase, they will enter a small training program designed to introduce them to certain phases of clerical and other work such as filing systems, office machines, and field assistant operations. They will then be placed in junior positions throughout the Agency. During training, they will be charged against the Table of Organization of the component to which they are to be assigned.
  - b. The above plan will supply the Agency with a good quality of junior clerical personnel, will make possible rotation in the courier services (it has been found that those who do not rotate are the least desirable), and will offer to young men of limited education but of good quality an opportunity for work, training, and advancement.

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1 ER	/s/ Gordon M. Stewart
1 - D/Logistics Director of Personnel	
1 - C/Management Staff Approved For Release 2002/01/29 : CIA-REP 78-04718A000300020043-1	

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